

Policy for Use Document 2021-22 Season

Updated Sept. 1, 2021

Please sign the last page and send to Judith.smith@nbexcellence.org OR by Mail to West Performing Arts Center, Attn: Managing Artistic Director, 18695 W. Cleveland Ave, New Berlin, WI 53146

This signed policy agreement must be submitted on behalf of the leadership utilizing WestPAC for an event. Only one signed copy per organization is expected per year, unless the policy changes or is updated.

West Performing Arts Center is committed to following the guidelines set by the Waukesha County Health Department and the School District of New Berlin. In addition to WestPAC's current policies, the following procedures will be in place effective August 1, 2021. The policies will remain in effect until further notice.

- Presently, clients can operate their events at full capacity. School District of New Berlin events must maintain a 250 person capacity; to include performers, audience and staff.
- Social Distancing is expected. Please keep a safe distance from people who are not in your party.
- Patrons, staff and performers are encouraged to wear masks. Stations of hand sanitizer are available in the lobby. Patrons are encouraged to wash their hands frequently and use sanitizer.
- Employees of West Performing Arts Center will abide by the policies mandated by the School District of New Berlin.

WestPAC Supervision

- The WestPAC staff is responsible for supervision of WestPAC proper, including but not limited to the front of house, house, stage, backstage, dressing rooms, ticket office, booth and all areas in New Berlin West utilized by an outside client.
- A Custodian and a WestPAC staffer shall be on duty and available during all rehearsals, event set up and the actual event. Custodial charges are based on timing (school year and time of day) of the events.
- **Employees of the School District of New Berlin may utilize the auditorium and stage (only) with prior approval from the WestPAC Manager. Aside from turning on the Stage and Auditorium lights, only the WestPAC staff can operate all technical equipment.**
- WestPAC and School District of New Berlin staff are responsible for closing and locking the facility. WestPAC staff MUST be present in the areas utilized by the Group, whether it is in WestPAC Proper or other auxiliary areas in the building.
- **All groups using the WestPAC shall designate one or more on-site representatives as persons in charge.** The person in charge shall remain on-site from the time the facility is opened until the premise is vacated. Whether a school district or outside group function, the person in charge must be certain everyone has safely left the building. In addition, WestPAC proper cannot be opened until the group's representative is on-site. **NO ONE CAN BE ON-STAGE without an adult present, preferably a WestPAC staffer or SDNB personnel.**
- All groups shall provide a sufficient number of responsible adults (21 or older) to serve as supervisors and chaperones in each room utilized by youth. Without such, the room will remain locked and off-limits until one is provided.
- Groups must designate ushers or crowd control to ensure that the event will be safely controlled and to ensure proper use and care of the facility for the duration of use. WestPAC will hire students or adults passing on the cost without these commitments.
- A WestPAC staffer must be present at all times in the BOOTH. The WestPAC staffer supervises all use of the equipment in the booth, rigging and backstage.
- The Technical Booth is limited to the technical staff only. Neither the ticket booth nor technical booth allows young children or people beyond the staff working in the booth.
- Only the group's technical staff is allowed in the booth and the backstage's stage management area and only with a WestPAC staffer in the area.

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- NO ONE except those designated by the WestPAC staff is allowed in the Catwalk. Do not re-aim stage or catwalk lights without prior approval from technical manager. All equipment must be moved back to its original position after the production.
- The kitchen is off-limits without a kitchen employee. Only the kitchen employee can allow anyone to utilize the equipment in the kitchen.
- Connected to Policy 5131.13, Locker Room Privacy, Dressing Rooms are provided for the use of costume change and production preparation. No cameras, video recorders, cell phones or other personal devices may be used in dressing rooms or rest rooms. No devices may be used to record or transfer images or sound in the dressing rooms or rest room at any time.

WestPAC Use Limitations

- WestPAC staff will submit a CUE SHEET listing timing and technology use prior to the event. The staff must approve all activities, timing and equipment to be used in WestPAC prior to the event.
- Any group using WestPAC must obtain prior approval from the WestPAC manager before installation of any decorations. **Tape (other than masking or painter's tape), wax or glue shall not be used on any drywall or wood surfaces.** ONLY masking tape on walls and chairs. No decorations or signage can be hung on the WestPAC Windows. WestPAC staff reserves the right to refuse decoration if it interferes with the operations, environment or challenges the policies of the School District of New Berlin.
- **Only WestPAC approved gaffers and spike tape is allowed on the stage.** Any spike, glow or gaffers tape used on the stage must be approved by WestPAC management and fully removed by the group before vacating the facility. Charges for scotch tape on drywall or wood surfaces or spike tape that damages the stage will be passed onto the user.
- Areas that are pass through for coding (PIT access hallway, PAC hallway, PIT for tornado, Scene shop's back door and Prop Shop) must be free from obstruction – no bodies, equipment or props can be in those areas. OSHA regulations deem backstage storage not permissible except for properties used during the show; and must be well-stored for personnel access to safety areas depending on the alarm.
- Use of tobacco products is prohibited in the school, or on school premises per WI Stat 120.12(20).
- The possession, use or sale of alcoholic beverages or controlled substances is not allowed on school district property per WI Stat 125.09(2).
- Gambling of any kind is not allowed.
- PAC property will now be secured in areas that only PAC authorized personnel can access. Sound and lighting equipment will be securely locked in the technical storage and booth areas. An inventory sheet will be created and all property coded and tagged. Any property destroyed, broken, or missing will be replaced or repaired by the responsible party.
- In the event of inclement weather, it is the responsibility of the user to determine their use of the space and for all public notifications concerning cancellation of the event.
- The School District of New Berlin shall not be liable for any loss of income due to inclement weather. The organization may contact the WestPAC manager to reschedule their event.
- Refreshments/food may be served only in designated areas, and must be approved prior to the event by the WestPAC manager. In addition, any group electing to provide/sell refreshments must provide a minimum of four ushers to ensure that food and beverage are not taken into the house.
- ***The School District of New Berlin has an exclusive contract for the vending of soft drinks, sports drinks, fruit drinks, water and teas sold on campus. Only products from the Pepsi Company may be sold on the grounds.***

WestPAC Equipment Use

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- Property of the group may not be stored in WestPAC without the prior approval of the WestPAC manager. WestPAC and the District is not responsible for lost, stolen or damaged property stored in the WestPAC facility or on school district premises.
- Users are expected to clean up and return all furniture/equipment to its original location following use of the facility. Any clean up beyond normal duties will be charged directly to the group using the facility.
- Groups may not remove, relocate or alter any of the stage curtains. Requests for specific curtain changes must be made to the WestPAC manager in advance.
- No pyrotechnics, smoke, or chemical fog may be used in the WestPAC without prior consent of the WestPAC manager. Fog Machines are not allowed in the Trap or PIT area for fire system reasons.
- **Absolutely no use of the rigging system will be allowed without supervision of WestPAC Staff.**
- Absolutely no unsafe items will be hung or flown in the facility. A professional company must provide credentials and insurance in order to fly human beings.
- No painting is allowed in WestPAC; painting is restricted to the scene shop.
- Food and drink (that is not water) are prohibited in the house, backstage, in the Little Theatre, anywhere in the Music Wing and on the stage. Refreshments may be served with approval from the Director in the scene shop and dressing room. The PAC hallway and lobby is afforded food and refreshments.
- Failure to comply with WestPAC facility use regulations, district policies or local, state, and federal laws, fire codes and safety regulations may result in termination of the facility use agreement and possible denial of future facility use requests.
- No costumes or make-up are allowed in the seating area without prior approval of the WestPAC manager. Any extra cleaning required due to make-up stains or glitter in the seating areas will be billed to the user group. **NOTE: Glitter in the auditorium is prohibited.**
- **The WestPAC staff has the right to refuse any technical needs that are not agreed to prior to the event. This includes rigging, projector, lighting sound or other outside needs (tables, facility or equipment).** Many times extra staffing is needed for these additional technical needs and without prior knowledge, we may refuse to operate the extra needs.
- All lighting and sound technicians will be provided by the WestPAC manager at the rate provided on the fee schedule. Outside technicians will not be allowed unless prior approval is given by the WestPAC management.
- WestPAC Technicians will be called 60 minutes prior to usage time in order to allow for set-up. WestPAC event managers are called 60 minutes prior to curtain time.
- Unscheduled labor will not be available. Any special technical requirements must be pre-arranged with the WestPAC manager and extra staff hours as a result of said requirements will be billed to the user.
- Audio recording of your event will be provided at the stated fee when requested in advance by groups. It is the responsibility of the user group to obtain proper copyright permissions.
- Video recording will not be provided by WestPAC staff. Organizations must obtain prior approval from the WestPAC manager in order to record performances. It is the responsibility of the user group to obtain proper copyright permissions.

Front of House Use/Limitations

- The doors to the WestPAC shall be opened no later than 30 minutes prior to curtain time. The lobby has a maximum limit of 200 people.
- Adequate time for sound and light checks must be allowed and planned for to perform in an empty house.
- Ushers are the responsibility of the group. With food or concession service, a minimum of four ushers is required to ensure food/beverage is not taken into the house. Charges for cleanup increase with this breach of contract. Should the organization need ushers, WestPAC will secure student volunteers for a contribution to the West Thespian Society. This will be included on the Invoice as such.



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- The WestPAC lobby shall be free of any obstructions and must conform to fire codes. Child strollers, walkers and wheel chairs cannot be stored in the aisles during the performance or event.
- Any lobby displays must be approved by the WestPAC manager prior to the event.
- Performances shall not exceed the seating capacity of the facility (770).

WestPAC Marketing

- Please include **West Performing Arts Center** on your collateral and announcements. Should you need a logo, email the Managing Artistic Director for a graphic link.
- WestPAC markets your event with actual performance start and end time on its website and the [WestPAC Events Calendar](#). Please be sure we have this information correct.
- Should the client choose to market elsewhere on the premises: production program advertising can be purchased from WestPAC; a poster can be sent to hang in the front lobby of the school one week prior and during the event. Posters, lawn signs and banners may be hung during the event in designated areas as determined by the needs of the event.

Please sign and return one copy of the last page within 30 days of your event. Please keep the other copy for your records.

WestPAC Managing Artistic Director

Date

Group Representative

Date